

Equality Impact and Needs Assessment Form



NB: Use the electronic MS Word template. Add additional rows and increase box size as required. Make sure your final document is suitable for publishing.

A) Description

Name of service, function, policy (or other) being assessed

Restructure of Devon Audit Partnership

Directorate or organisation responsible (and service, if it is a policy)

Corporate resources - Finance

Date of assessment (DD/MM/YY)

12/04/10

Date next assessment due (3 years)

12/04/13

Names and/or job titles of people carrying out the assessment

Martin Gould – Head of Devon Audit Partnership

Name and Signature of Accountable person (e.g. Head of Service)

Date EINA Form approved by accountable person (e.g. Head of Service)

1. What are the aims or main purpose of the service, function or policy? What does it provide and how does it provide it?

The Devon Audit partnership is a shared service established by DCC, Torbay Council and Plymouth City Council to deliver Internal Audit Services. It became operational on 1st April 2009 and brought together the three existing in-house providers. The service needs to restructure to create a single management structure focussed on the delivery of internal audit work to the three clients and to facilitate the sharing of best practice and the efficient delivery of the service.

2. Location or any other relevant information (such as profile of the area)

Services delivered from three locations in Plymouth, Torquay and Exeter.

3. List any key policies or procedures to be reviewed as part of this assessment.

Formal; Consultation Document and proposed structure and job descriptions

4. Who is intended to benefit from the service, function or policy?

DAP staff and its customers, clear lines of accountability and clear career pathways which will provide a more effective service to customers.

5. Who are the stakeholders? What is their interest?

Staff as to how the restructure will affect them personally, customers / clients who will want to know how it will affect the service they receive

6. Are there any concerns at this stage which indicate the possibility of inequalities/negative impacts? For example: complaints, comments, research, outcomes of a scrutiny review. Please describe:

There has been informal and formal consultation with staff, including staff away days, meetings with the Trade Unions and discussion around the proposals. Job descriptions and the structure have been reviewed and amended in the light of staff comment and feedback. There are implications in that potentially some staff may be displaced or their salary capped and this has been discussed with all staff. Generally no adverse comments have been received and individual concerns and issues such as flexible working, term time working, travel etc are being discussed and resolved on an individual basis.

B) Relevance – Note: if not relevant, do not complete this form

Select **all** that apply:

		Scale of relevance	
7. Service or function that people use.		Low	Section C applies
8. Discretion is exercised, or potential for people to experience different outcomes or level of satisfaction.	X	Medium	
9. Employment policy – where discretion is not exercised.		Medium	Sections C & E apply
10. Employment policy – where discretion is exercised (e.g. recruitment or disciplinary process).	x	High	
11. Concerns at a local, regional or national level of discrimination/inequalities.		High	
12. Major change such as the closure, removal or transfer of a service/provision.	X	High	
13. Community and regeneration strategies, local area agreements and organisational or directorate/partnership strategies/plans.		High	

Other:

State why it is relevant:

How relevant (high, medium or low?):

Initial Screening:

Mark an 'X' in the box to confirm which strands are relevant to the review. Ensure they are

If not relevant, please explain why not (refer to pages 25-30 of the Toolkit for guidance). Do not say "everyone is treated equally/fairly" or similar.

assessed against in Section D.

Age	X	
Disability	X	
Gender (men and women)	X	
Race/ethnicity	X	
Religion/belief	X	
Sexual orientation	X	
Trans-gender	X	
Other (state below)	X	

Any other (such as Human Rights, people on low incomes and specific sub-strands requiring particular focus such as Travellers and Gypsies, Deaf people):

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C) Information

14. What information (monitoring or consultation data) have you got and what is it telling you? *Required where relevance is Medium or High.*

<p>Informal and formal consultation with staff including Trade Union involvement. Structure and Job Descriptions amended in light of feedback. Team Meetings and Staff Away Days to ensure staff fully aware of what is happening . Detailed HR Principles agreed with staff and HR and consistently applied</p>
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D) Assessment

15. Describe any NEGATIVE impacts (actual or potential):

Strand/community	Impact (<i>how</i> they may be affected). Include assessment of risk (likelihood and severity).
Gender <ul style="list-style-type: none"> • Women • Men 	Potential for individuals to be displaced due to there not being equivalent posts for all staff. Mitigated through ring fence arrangements and agreed pay protection / redeployment allowance
People with physical, sensory or learning disabilities	Potential effect due to different ways of working, need for additional travel in some circumstances may not be possible for some staff. Recruitment processes could potentially place staff with disabilities at an advantage. Mitigated through detailed consultation with all staff and consideration of DDA requirements through out the recruitment process.
People with mental health issues	Consultation methods and change itself may raise anxiety levels and create additional problems. This is being addressed through management support, HR support and Trade Union Support and facilitated through individual discussions as appropriate.
Older People	Older people may feel threatened by a recruitment process.

Younger People	Younger people may feel disadvantaged competing for jobs alongside more experienced staff. Mitigated through consultation process and the offer of interview skills training to all staff expressing an interest in such training.
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16. Describe any POSITIVE impacts:

Strand/community	Impact (<i>how they may be affected</i>)
Gender <ul style="list-style-type: none"> • Women • Men 	Clear job responsibilities and accountability. Clear management lines and career pathways. More flexible ways of working e.g. home working, mobile / agile working, improved use of technology and opportunity to build up knowledge across a range of clients.
Older People Younger People	Potential for more flexible working arrangements and opportunities to gain knowledge of different clients / working practices. No loss of pay and jobs available for all staff. More flexible working, better career pathways and opportunities to develop knowledge base across a range of services and clients. Enough posts for people but also a number of promotional opportunities.

17. Provide any information about NEUTRAL impacts that have been identified (there is neither a positive or negative impact):

Strand/community	Why there is 'no differential impact'
Ethnic Groups	All staff are treated equally regardless of ethnic background but not currently any different ethnic groups in the existing structures hence no real impact.

E) Consultation

18. Did you carry out any consultations? *Required where relevance is High.*

YES

19. Who was consulted? Include your findings in 15, 16 and 17 above.

All staff, trade Unions, HR and clients.

20. Describe other research, studies or information used to assist with the assessment and include your findings above:

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F) Conclusions

	Action/objective/target OR Justification	Resources required	Timescale	I/R/S/O
a)	The restructure has been subject to lengthy and involved consultation with all staff both individually and as groups. Feedback has been welcomed and has been used in finalising the proposals and deciding on the HR principles.	No further action required		
b)	All staff have had the opportunity to consider how the proposals affect them and HR principles have been put in place to manage the restructure and ensure fairness and equality throughout and this has been demonstrated through the feedback received from staff.	No further action Required but process to be kept under review and recruitment processes carefully monitored to ensure the principles outlined in the consultation document and this EINA are followed.	April / May 2010	
c)				
d)				

(I) Taking immediate effect.

(R) Recommended to Council/Directors through a Committee or other Report*.

(S) Added to the Service Plan.

(O) Added to the Fair for All Programme (as an organisational improvement)**

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